

RESOLUTION 76-37

RESOLUTION ADOPTING REQUIREMENTS FOR AN  
AFFIRMATIVE ACTION PROGRAM

WHEREAS, Section 41335 of the Agency's enabling legislation requires contractors developing projects for the Agency to establish employment practices in accordance with Affirmative Action requirements; and

WHEREAS, Agency staff has prepared a set of requirements regarding the application of an Affirmative Action Program for contractors developing projects for the Agency.

NOW, THEREFORE, BE IT ENACTED by the Board of Directors of the California Housing Finance Agency:

The Board of Directors hereby adopts the requirements for an Affirmative Action Program in form similar to that attached hereto.

*deferred 8/17/76*

*C. Sarno*

## Requirements for an Affirmative Action Program

Each contractor participating in a CHFA-financed activity will submit to the Agency for its approval, a written Affirmative Action program. This program must be tailored to the particular set of circumstances which apply to the locality, labor market and project in which the contractor is involved.

This program should reflect an aggressive approach which will result in the participation of minorities (Asians, Blacks, Hispanics, Aleuts, Native Americans and Polynesians) to a degree of identifiable increase in the number of minorities in the construction industry.

Each contractor will maintain a copy of his plan on the construction site. Each plan must include, but not be limited to, the following information:

1. Identification of the individual responsible for the implementation of the Affirmative Action program.
2. A company policy statement signed by the President of the company which is to be posted in conspicuous places in and around the construction site office.

### Subcontractors

3. A method for the assurance of participation of minority contractors/businessmen during the construction of the development.
4. A listing of referral sources, for minority contractors, method of contact, dates of contact, individual contacted.

### Employees

5. Goals and timetables stated in terms of man-hours and a time frame for achievement. Note that the involvement of minorities should be evident in the beginning and carry through to the end. The goals should indicate utilization at all levels (foreman, journeyman, apprentices and trainees).
6. Description and method of utilization of any available training programs.
7. Indication and documentation of notification (in writing) to union (if applicable) with which contractor has collective bargaining agreements of contractor's Affirmative Action requirements.

8. Identification and record of contact of available community organizations.
9. Description of all advertising vehicles and the certification that all advertising, signs, brochures, etc., will indicate that contractor is an "equal opportunity employer".
10. Inventory of all recruiting specifications, selection requirements, job classifications and seniority practices to assure that they do not have a discriminatory effect.
11. Description of self-monitoring methods.
12. Description of grievance procedures.

The contractor should maintain comprehensive records of all communications in relation to his Affirmative Action efforts.

TW/11v